



UNITED STATES DEPARTMENT OF COMMERCE
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MASTER FILE

DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES #J-2

MEMORANDUM FOR Michael J. Longini
Chief, Decennial Systems and Contracts Management Office

Attention: Dennis Stoudt
Assistant Division Chief for Processing Systems

From: Howard Hogan *Howard Hogan*
Chief, Decennial Statistical Studies Division

Subject: Request for Check-In Files

Check-in files are created for mail and undeliverable as addressed returns as they go through the sorter. These files are the only source of the dates of all check-ins. In order to evaluate the timing of these returns the check-in files are necessary. We request the Decennial Systems and Contacts Management Office provide the Decennial Statistical Studies Division with these files along with file documentation as they become available. Please contact Nathan Carter at x8290 if there are any questions.

cc: DSSD Census 2000 Procedures and Operations Memorandum Series Distribution List
N. Carter
R. Dimitri